



Policy Document: Safer Recruitment Policy

May 2018

1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures. Mr King, Mr Taylor and Ms Denny have been on the Safer Recruitment training.

4 INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure Barring Service.”

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.

4.3 All prospective applicants must complete, in full, an application form.

5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post.

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

- 5.2 References will be sought directly from the referee.
References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post;
 - levels of sickness;
 - any reservations about the person taking up the advertised post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
- to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 6.4 Volunteers within school
- All volunteers will have a short interview outlining the school's policies and what is expected from them.
 - If used within school, a job description will be issued so that it is clear what is expected from their help.
 - A DBS will be issued if being used on a regular basis, guidelines set out in DBS application form.

7 EMPLOYMENT CHECKS

- 7.1 All successful applicants are required:
- to provide proof of identity
 - to complete a DBS disclosure application and receive satisfactory clearance
 - to provide actual certificates of qualifications
 - to complete a confidential health questionnaire

- to provide proof of eligibility to live and work in the UK

8 INDUCTION

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. DFE documents will be given to new staff for them to sign.**
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).**
- 8.3 Work experience students, will have an induction meeting with Mrs Mackintosh who will explain school procedures, which will include child protection procedures. These students will not be asked to work with a group of children away from the class teacher or TA.**
- 8.4 Mature work experience students (Over 16) will not be allowed to work within school unless a DBS has been shown to the administrator. These DBS's are to have been sourced from their training providers.**
- 8.5 Contractors: If a contractor is to work on the school site, then we shall ask to see a DBS certificate. If a certificate is not available then a member of school staff will accompany the worker.**

Adopted: December 2012

Reviewed: June 2014

Reviewed: June 2016

Reviewed: May 2018

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Agreed and adopted by Health, Safety and Premises Committee, 9th May 2018